



March 25, 2015

Office Manager

Kalamazoo Community Mental Health & Substance Abuse Services is seeking an individual who has experience working with individuals of diverse racial, ethnic and cultural backgrounds to manage a complex and fast-paced office environment. The Office Manager supervises Support Staff, as well as provides clerical and technical support to professional staff. The successful candidate will demonstrate excellent customer services skills, as well as organizational skills. Highly developed computer skills are a must, including knowledge of Windows and Microsoft Office. The successful candidate must be able to manage multiple projects and work through numerous interruptions. Three years experience in comprehensive office environment is required. Associates Degree in business field and/or supervisory experience preferred.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; disability and workers compensation insurance; paid holidays, Paid Time Off plan, continuing education, retirement plan and Deferred Compensation Plan.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed.

Please apply online at www.kazoocmh.org/careers